



Foreign Affairs Manual

5 FAM – INFORMATION MANAGEMENT

Change Transmittal: IM-115

Date: April 25, 2011

5 FAM 520 Telephone Services

5 FAM 810 Managing Information Systems

5 FAM 820 Information Technology Roles and Responsibilities for System Operations/Management

5 FAM 840 Managing Systems

CHANGES

1. A revised 5 FAM 520 subchapter, Telephone Services. This subchapter is being updated because of a OIG Review of Department Headquarters' Implementation of Cellular Telephone Security Policies, Report Number SIA-I-07-01, September 2007 Recommendation 1 and 2. The recommendations were that IRM/BMP/GRP/GP worked with DS concerning recommendation 2. DS had modified a copy of 5 FAM 520 Telephone Services in section 5 FAM 526.2 Restrictions for Cellular Telephones Usage. Since DS published 12 FAM 683 Personal Digital Assistants. DS and IRM consolidated all the security requirements for cellular telephones into one location in 12 FAM.:
2. Parts of 5 FAM 800 are revised to meet the OIG Evaluation of the Information Technology Consolidation Project at the Department of State (AUD/IT-10-11, February 2010) Recommendation #8. The following policies were updated to implement the recommendations from OIG:
 - 5 FAM 810 Information Systems Management policy was updated to define Domestic Information Systems Security Officer (DISSO) and Information Technology Asset Management (ITAM);
 - 5 FAM 820 Information Technology Roles and Responsibilities for System Operations/Management policy was updated to add the Roles and Responsibilities for the Domestic Information Systems

Security Officer (DISSO) and Information Technology Asset Management (ITAM); and

- 5 FAM 840 Managing Systems policy was updated with the Enterprise Server Operations Center (ESOC) handles the information technology plans of action and milestones that were transferred from consolidated bureaus to the ESOC along with the policy on handling of mission-specific information that is stored on the Department's networks
3. Revisions are shown in italic *dark magenta*. Italic *dark magenta* provides a historical record of changes and is used in subchapter issuances where less than 50 percent of the text has been revised.
 4. Officers are reminded that Department-issued materials not codified in the *Foreign Affairs Manual* or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

Filing Instructions (Paper Copies)

1. Remove and discard old subchapter 5 FAM 520 (TL:IM-47 of 01-09-2004; 12 pages) and replace it with the revised subchapter 5 FAM 520 (11 pages).
2. Remove and discard old subchapter 5 FAM 810 (TL:IM-14; 12-28-1994; 5 pages) and replace it with revised subchapter 5 FAM 810 (5 pages).
2. Remove and discard old subchapter 5 FAM 820 (TL:IM-50; 05-04-2004; 4 pages) and replace it with revised subchapter 5 FAM 820 (5 pages).
3. 2. Remove and discard old subchapter 5 FAM 840 (TL: IM-89; 05-30-2007; 3 pages) and replace it with revised subchapter 5 FAM 840 (5 pages).

After inserting the material in the binder, insert this change transmittal immediately following the CT Checklist, then fill in the entry line for CT:IM-115, and initial.

Distribution Notice

1. The *Foreign Affairs Manual* and its supplemental handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the *Foreign Affairs Manual*

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3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/ISS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this transmittal letter.

(IRM/BMP/GRP/GP)